

Artesia Cemetery District

Meeting Location: 11142 Artesia Blvd., Cerritos, CA 90703

Board of Trustees

Chair Mike Laughlin

Vice Chair Allison Stewart

Trustee Linda Gonzalez

Trustee Osvaldo Palhinha

Trustee Michael Wada

General Manager Antonio Mendoza

District Counsel Carlos Campos

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

Thursday, October 10, 2024

4:00 P.M.

1. CALL TO ORDER

Chair Laughlin called the meeting to order at 4:00 p.m.

2. ROLL CALL

Present: Chair Laughlin, Vice Chair Stewart, Trustee Wada, Trustee Gonzalez, Trustee Palhinha

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Trustee Wada.

4. AGENDA

Trustee Wada motioned to approve the Agenda of the October 10, 2024, with (1) modification to move Item # 6 (Closed Session) after Item# 10, since #6 has (3) long topics to go over. Vice Chair Stewart seconded. **Approved**

5. PUBLIC COMMENT

Nobody Present

6. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION

(Subdivision (a) of Section 54956.9)

Artesia Cemetery District vs. Robert Yeutter et al. (Case No. 21NWCV00562)

Trustee Wada motioned to go into Closed Session. Vice Chair Stewart seconded.

The Board of Trustees entered Closed Session at 4:57 p.m.

The Board of Trustees returned from Closed Session at 6:02 p.m.

7. CLOSED SESSION ANNOUNCEMENTS

No Announcements

8. GENERAL MANAGER'S REPORT

A. FINANCE/TREASURER'S REPORT

Paul J. Kaymark CPA, Financial consultant reviewed the Finance/Treasurer's Report via Zoom. Vice Chair Stewart motioned to approve the Finance/Treasurer's Report. Trustee Wada seconded. **Unanimous Approval**

**Chair Laughlin had a question about adding the term "motion to approve subject to audit" after each motion is made, because we don't know if the items are 100% correct.

B. ACD & COVID UPDATES

Tier 4 Update: Row 16 has been started.

Ossuary: All completed, waiting for the statue to arrive at the end of the month.

Payroll System: Still looking for a new payroll, Credit Card & time/attendance system.

Social Media: Next video with Trustee Gonzalez almost complete.

DDL M: Promotions have already started; plans in progress, banners are up to promote it. Athens will donate \$300 towards the winner prizes.

Office Manager Temp: Still here, has been very helpful.

Services Manager: Will start on Monday Oct. 14, 2024 to provide services for the families, sales and customer relations. They will reach out to local mortuaries to meet them.

Staff Luncheon: Scheduled for Friday, 11-08-2024 @ 11:30 am after the ACD Veteran's Day Event.

COVID Updates: Nothing new to report

C. BURIALS & SERVICES

Month of June ACD had a total of **(13)** Funeral Services: **(9)** Full Burials and **(4)** Cremations. We sold **(8)** Pre-Need plots.

9. CONSENT ITEMS

A. MINUTES: September 12, 2024 Regular Board Meeting Minutes

Trustee Wada motioned to approve the Minutes of September 12, 2024 Regular Board Meeting. Trustee Gonzalez seconded. **Approved**

10. ACTION ITEMS

A. CYBER SECURITY GRANT SUBMISSION AND AGREEMENT WITH VC3

Vice Chair Stewart motioned to Approve to submit the application for the Cyber Security Grant for new computers, back-up & protection plan. Trustee Palhinha seconded. **Unanimous Approval**

Roll Call Vote:

Yes: 5

No: 0

Absentee: 0

Abstention: 0

B. SYTECH SOLUTIONS DOCUMENT MANAGEMENT PROPOSAL

Vice Chair Stewart motioned to Approve the expenditure of \$5,280.00 with SyTech Solutions for digitization Services. Trustee Wada seconded.

Unanimous Approval

Roll Call Vote:

Yes: 5

No: 0

Absentee: 0

Abstention: 0

11. BOARD COMMENT

Trustee Wada: Congratulates Chair Laughlin on running a smooth meeting, and congratulations to Vice-Chair Stewart on her championship.

Trustee Palhinha: .

Trustee Gonzalez: She was at the street fair this weekend; many people took ACD flyers that she had available.

Vice Chair Stewart: Looks forward to DDLM event and to see everyone.

Chair Laughlin: Happy Birthday to Vice-Chair Stewart.

12. ADJOURNMENT

Trustee Gonzalez motioned to adjourn the Regular Meeting of the Board of Trustees. Trustee Wada seconded.

Chair Laughlin adjourned the Regular Meeting of the Board of Trustees at 6:05 pm

The next Regular Meeting of the Board of Trustees will be held on **Thursday, November 14, 2024 at 4:00 pm** at the District Office, located at Artesia Cemetery District, 11142 Artesia Blvd, Cerritos, CA 90703.